

# UNITED STATES ENVIRONMENTAL PROTECTION AGENCY



OFFICE OF  
ADMINISTRATION  
AND RESOURCES  
MANAGEMENT

December 23, 2016

Mr. Yongshan Wan

(b) (6)

Dear Mr. Wan:

Welcome to the United States Environmental Protection Agency (EPA)! Thank you for joining us in our mission to protect human health and the environment. This letter confirms our offer and your acceptance of a position with the EPA. Below you will find important information regarding your appointment, orientation, benefits, and more. **You must submit additional forms via the Entrance on Duty System (EODS) prior to orientation in order for your appointment to be processed. You will receive two emails from the Entrance on Duty System (EODS) that will include a link and temporary password to EODS.**

## Appointment Details

<b>Appointment:</b>	Career-Conditional, full-time position.
<b>Effective Date:</b>	<b>January 8, 2017.</b>
<b>Position/Series/Grade:</b>	Supervisory Biologist, GS-0401-15, step 1, Full performance level: GS-15
<b>Annual Salary:</b>	<b>\$117,376</b>
<b>Location:</b>	Office of Research and Development, National Health and Environmental Effects Research Laboratory, Gulf Ecology Division, Ecosystem Dynamics and Effects Branch, Gulf Breeze, Florida.
<b>Supervisor Contact:</b>	(b) (6)

## Mandatory Orientation

<b>Date and Time:</b>	<b>January 9, 2017 at 8:00 am</b>
<b>Location:</b>	1 Sabine Dr., Gulf Breeze, FL 32561
<b>Orientation Contact:</b>	John Macauley, <a href="mailto:Macauley.john@epa.gov">Macauley.john@epa.gov</a> , 850-934-9353
<b>What to Bring:</b>	1) OF-306 (Declaration for Federal Employment), <b>bring your original form signed as "applicant" in 17a</b> ; you will sign as "appointee" in 17b during orientation.  2) I-9 (Employment Eligibility Verification) and appropriate document(s) to verify identity and employment eligibility. <b>See page 9 of the I-9</b>

	<p><b>form, for a list of acceptable documents.</b> If you are a naturalized citizen, you must bring your naturalization certificate or a current U.S. passport for verification purposes.</p> <p>3) SF-61 (Appointment Affidavit), print your full name (no initials) on the third line, after the word "I". This is the document with which you will take your Oath of Office.</p>
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### **Forms to Submit Prior to Orientation**

<b>Required By:</b>	<b>December 28, 2016</b>
<b>Complete Forms Online:</b>	<p>You will receive two emails from the Entrance on Duty System (EODS) with instructions on accessing and completing your forms through the EODS.</p> <p>Complete the following forms and submit by the date above.</p> <ol style="list-style-type: none"> <li>1) Direct Deposit Enrollment, SF-1199a (Complete section 1 and section 3. Does not need to be completed by financial institution)</li> <li>2) Statement of Prior Federal Service, SF-144</li> <li>3) Race and National Origin Identification, SF-181</li> <li>4) Self-Identification of Handicap, SF-256</li> <li>5) Federal Tax Withholding Form, W-4</li> </ol> <p>State Tax Withholding Form – Find the appropriate form at <a href="http://www.bls.gov/jobs/statetax.htm">http://www.bls.gov/jobs/statetax.htm</a> and send via email to <a href="mailto:cummins.mary@epa.gov">cummins.mary@epa.gov</a></p> <p><b>All additional benefits forms will be addressed at orientation.</b></p>

### **Benefits**

<b>Eligibility:</b>	You are entitled to fantastic benefits which include retirement, health and life insurance, annual and sick leave, and more. Benefits will be covered at orientation and detailed explanations can be viewed at <a href="http://www.epa.gov/careers/benefits.html">http://www.epa.gov/careers/benefits.html</a> .
<b>Pay Schedule:</b>	EPA employees are paid on a bi-weekly basis on Tuesdays.
<b>Leave Accrual:</b>	4 hours of annual leave and 4 hours of sick leave per two week pay period.
<b>Employee Express System:</b>	Payroll or benefits changes made after initial designations are made via Employee Express. Employee Express access information will be emailed to you at your epa.gov email address shortly after your effective date. (Website: <a href="https://www.employeeexpress.gov">https://www.employeeexpress.gov</a> )
<b>Relocation:</b>	Reimbursement for relocation expenses is authorized for this position.
<b>Unemployment Insurance:</b>	If you have applied for or have been receiving Unemployment Insurance benefit payments, it is your responsibility, under penalty of law, to notify the appropriate local office, in writing, to discontinue the issuance of Unemployment Insurance checks once you are employed. Failure to notify the State agency can result in a penalty such as a fine, imprisonment, or both.

<b>Benefits Office:</b>	Benefits and payroll transactions are processed by the Human Resources Management Division in Research Triangle Park, NC.
<b>Benefits Contact:</b>	Nigel Tillman, EODS-SSC-RTP-C@epa.gov, 919-541-2070

### **Conditions of Employment**

<b>Probationary Period:</b>	Your appointment is subject to a mandatory one-year probationary period beginning on the effective date of your appointment. This probationary period is the final step in the examination of your qualifications for this position. During this period, your supervisor will closely monitor your performance and conduct. Your appointment may be terminated at any time during this period for any deficiency in performance or conduct with minimal procedural requirements.
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If you have any questions about your appointment or this offer letter, please contact me at 919-541-2074. Congratulations on your new appointment!

Sincerely,

*//Mary Cummins//*

Mary Cummins  
Human Resources Specialist